

Guide to the Budget – Volumes II and III

Volumes II and III, Department Detail contain budget information for City departments and programs. Departments are presented alphabetically within these two volumes. In hard copy budgets, blue pages represent departments that are fully non-general or grant funded departments. Revisions have been made to the sections contained in Volumes II and III commentaries as follows:

- Mission Statement
- Organization Chart
- Department Description - NEW
- Milestones Met/Services Provided - NEW
- Future Outlook - NEW
- Department Summary
- Department Staffing
- Department Expenditures
- Significant Budget Adjustments - EXPANDED
- Expenditures by Category
- Budget Dollars at Work
- Key Performance Measures - REVISED
- Division/Major Program Descriptions - NEW
- Salary Schedule - REVISED
- Five-Year Expenditure Forecast
- Revenue and Expense Statement

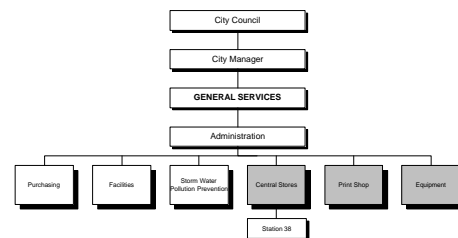
The Financial Management Information System, which is used to develop the City of San Diego budget, reports numbers to two decimal places. Consequently, an insignificant difference (+/- \$1) in the total dollar amount may appear as a result of rounding.

Mission Statement

The Mission Statement appears on the department cover page and is used to describe the department's charter.

Organization Chart

The relationships of the departments, divisions, programs, major activities, and funds within the City's structure are displayed in the Organization Charts for each department. Shaded boxes signify Non-General Fund or Grant-Funded areas.



Department Description

A new feature of the Annual Fiscal Year 2003 Budget is a detailed description of the department or program. The description may contain a brief history about the department or program, an expansion on the Mission Statement, and/or any restructuring that may have occurred after Fiscal Year 2002.

Milestones Met/Services Provided

Another new feature of the Annual Fiscal Year 2003 Budget is a detailed description of milestones met and services provided by the department or program. This section describes what the department or program has accomplished and/or continues to pursue. Other items that may be included in this section are awards and special recognitions received by the department or program.

Future Outlook

The Future Outlook section describes goals for the department or program for Annual Fiscal Year 2003 and thereafter. This section may include how the department or program is planning to support the Mayor's 10 Goals and City Council priorities.

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Department Summary

The Department Summary table displays comparisons of department positions and expenses for Fiscal Years 2001–2003. A new change column has been added to show the difference between Fiscal Years 2002 and 2003. **Grant funds are not included in the Department Summary.**

Ethics Commission				
	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 FINAL	FY 2002-2003 CHANGE
Positions	0.00	0.00	3.00	3.00
Personnel Expense	\$ -	\$ -	\$ 257,585	\$ 257,585
Non-Personnel Expense	\$ -	\$ -	\$ 156,298	\$ 156,298
TOTAL	\$ -	\$ -	\$ 413,883	\$ 413,883

Department Staffing and Expenditures

Department positions and expenditures are displayed by fund for Fiscal Years 2001–2003.

Department Staffing	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 FINAL
RISK MANAGEMENT ADMINISTRATION			
Risk Management	80.73	81.77	81.77
Total	80.73	81.77	81.77

Department Expenditures	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 FINAL
RISK MANAGEMENT ADMINISTRATION			
Risk Management	\$ 7,155,852	\$ 6,759,236	\$ 7,040,779
Total	\$ 7,155,852	\$ 6,759,236	\$ 7,040,779

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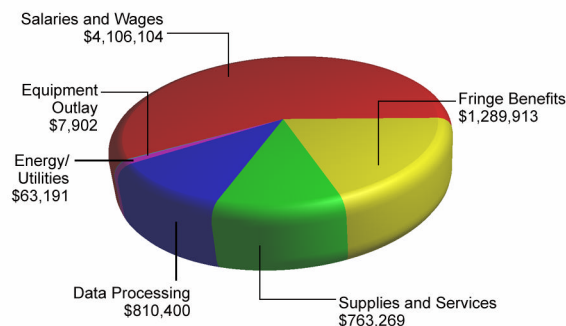
Significant Budget Adjustments

Key program and staffing changes occurring between Fiscal Years 2002 and 2003 are listed as Significant Budget Adjustments. Enhancements include more narrative and explanation of the proposed changes. Where applicable, position classifications are provided and impacts of adjustments are described. In addition, reimbursable positions are identified. **There may be an insignificant difference between transfer amounts within a department due to rounding calculations.**

Risk Management	Positions	Cost
Personnel Expense Adjustments	0.00 \$	150,066
Adjustments to reflect the annualization of the Fiscal Year 2002 negotiated salary compensation schedule, Fiscal Year 2003 negotiated salaries and benefits, changes to average salaries, and other salary and benefit compensation.		
Non-Discretionary	0.00 \$	125,654
Adjustments to reflect expenses that are determined outside of the department's direct control. Examples of these adjustments include utilities, insurance, and rent.		
Support for Police Department	0.00 \$	10,658
Risk Management support for the addition of 10.00 Police Officers in the Neighborhood Policing Program. This program addresses public safety issues and problems contributing to crime in the City's neighborhoods.		
Onetime Expenses	0.00 \$	(4,835)
Onetime support costs for 1.00 Claims Representative II that was added in Risk Management's Public Liability section last fiscal year.		

Expenditures by Category

The new Expenditures by Category pie chart represents how a department budget is distributed within major expenditure categories.



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Budget Dollars at Work

The Budget Dollars at Work section provides interesting department statistics to represent items supported by the budget allocation. **Unless otherwise noted, stated statistics reflect Fiscal Year 2002 projections.**

\$6,998,388 Saved by aggressively reviewing workers' compensation medical bills

\$2,069,688 Recovered from third parties for damage to City property

920 New employees enrolled in the City's benefits programs

1,770 Requests processed to change 401(k) and/or deferred compensation contributions and retirement plan transfers

Key Performance Measures

The Key Performance Measures tool is used to demonstrate the effectiveness of services provided given changes in resources. Departments are able to evaluate effectiveness in providing services, effects of customer services, customer satisfaction with services, and internal measures to assure that milestones are being met. Some performance measures are modified as the program evolves and the community knowledge base of the City increases. In addition, departments may modify their measures as they make better assessments of which services can best be measured, are significant and provide information that their constituencies are interested in obtaining, and are used in benchmarking best practices with other cities and agencies. **Statistics above the number or dollar amount of 50 are rounded.**

	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 FINAL
Average cost per safety evaluation	\$821	\$629	\$715
Average cost for managing public liability claim	\$318	\$333	\$317
Average cost for managing each City employee's benefits	\$135	\$142	\$143
Average cost for managing each workers' compensation claim	\$618	\$659	\$699

Division/Major Program Descriptions

A new feature of the Annual Fiscal Year 2003 Budget is a section containing detailed descriptions of divisions and programs. Descriptions may include a brief history about the division or program and how the division or program supports department goals. Grants are not included.

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Salary Schedule

The Salary Schedule displays the number of budgeted positions for Fiscal Years 2002 and 2003. Salary amounts by job classification for Fiscal Year 2003 are also provided, as well as supplemental personnel expenses, such as registration pay for engineers, temporary help, and special assignment pay.

RISK MANAGEMENT ADMINISTRATION Risk Management

<i>Class</i>	<i>Position Title</i>	<i>FY2002 Positions</i>	<i>FY2003 Positions</i>	<i>Salary</i>	<i>Total</i>
1105	Administrative Aide I	0.50	0.50	\$ 38,814	\$ 19,407
1106	Senior Management Analyst	1.00	1.00	\$ 63,221	\$ 63,221
1256	Benefits Representative II	7.00	7.00	\$ 34,371	\$ 240,597
1340	Claims Aide	10.25	10.25	\$ 38,510	\$ 394,728
1341	Claims Clerk	12.25	12.25	\$ 32,687	\$ 400,416
1343	Claims Representative II	15.75	15.75	\$ 54,884	\$ 864,424
1349	Info Systems Analyst III	1.00	1.00	\$ 60,929	\$ 60,929
1391	Supv Claims Representative	4.00	4.00	\$ 62,460	\$ 249,840
1406	Employee Assistance Counselor	2.00	2.00	\$ 53,448	\$ 106,896
1407	Employee Benefits Specialist II	1.00	1.00	\$ 56,169	\$ 56,169
1417	Employee Benefits Specialist I	2.00	2.00	\$ 46,448	\$ 92,896
1429	Employee Assistance Prog Mgr	1.00	1.00	\$ 69,526	\$ 69,526
1535	Clerical Assistant II	3.00	3.00	\$ 29,850	\$ 89,550
1811	Rehabilitation Coordinator	1.00	1.00	\$ 60,575	\$ 60,575
1816	Claims And Insurance Manager	2.00	2.00	\$ 72,290	\$ 144,580
1823	Safety Officer	4.00	4.00	\$ 59,277	\$ 237,108
1826	Safety Representative II	6.00	6.00	\$ 51,563	\$ 309,378
1876	Executive Secretary	1.01	1.01	\$ 45,122	\$ 45,573
1879	Senior Clerk/Typist	1.00	1.00	\$ 37,258	\$ 37,258
1937	Senior Claims Representative	3.00	3.00	\$ 60,878	\$ 182,634
1972	Safety and Training Manager	1.00	1.00	\$ 68,933	\$ 68,933
2111	Assistant City Manager	0.01	0.01	\$ 168,600	\$ 1,686
2157	Risk Management Director	1.00	1.00	\$ 120,822	\$ 120,822
2214	Deputy Director	1.00	1.00	\$ 97,214	\$ 97,214
	Ex Perf Pay-Classified	-	-	\$ -	\$ 4,000
	Temporary Help	-	-	\$ -	\$ 87,744
	Total	81.77	81.77	\$	4,106,104
Risk Management Administration Total		81.77	81.77	\$	4,106,104
RISK MANAGEMENT TOTAL		81.77	81.77	\$	4,106,104

Five-Year Expenditure Forecast

The Five Year Expenditure Forecast displays projected positions, personnel expenses, and non-personnel expenses for Fiscal Years 2003-2007 with descriptions of the major requirements projected for Fiscal Years 2004-2007. Unless otherwise stated, a three percent inflation rate has been included in the Fiscal Year 2004-2007 expenses. A detailed description for each fiscal year is also provided.

	FY 2003 FINAL	FY 2004 FORECAST	FY 2005 FORECAST	FY 2006 FORECAST	FY 2007 FORECAST
Positions	81.77	91.52	92.52	93.52	93.52
Personnel Expense	\$ 5,396,017	\$ 6,234,777	\$ 6,493,667	\$ 6,760,323	\$ 6,963,132
Non-Personnel Expense	\$ 1,644,762	2,933,272	3,257,984	3,559,724	3,149,396
TOTAL EXPENDITURES	\$ 7,040,779	\$ 9,168,049	\$ 9,751,651	\$ 10,320,047	\$ 10,112,528

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Revenue and Expense Statement

The Revenue and Expense Statement is a financial document that presents revenue, expense, reserve and fund balance information for Fiscal Years 2001-2003. Revenue and Expense Statements are not provided for General Funds.

RISK MANAGEMENT ADMINISTRATION FUND 50061	FY 2001 ACTUAL	FY 2002 ESTIMATED	FY 2003 FINAL
BEGINNING BALANCE AND RESERVE			
Balance from Prior Year	\$ 832,944	\$ 1,014,863	\$ 449,530
Prior Year Reserves	42,698	64,195	64,195
TOTAL BALANCE	\$ 875,642	\$ 1,079,058	\$ 513,725
REVENUE			
Services Rendered to Others	\$ 354,078	\$ 370,000	\$ 304,000
City Contributions - General Fund	5,064,441	5,020,992	4,599,000
City Contributions - Other Funds	1,856,615	1,857,079	1,701,000
Miscellaneous Revenue	84,134	6,045	-
TOTAL REVENUE	\$ 7,359,268	\$ 7,254,116	\$ 6,604,000
TOTAL BALANCE AND REVENUE	\$ 8,234,910	\$ 8,333,174	\$ 7,117,725
EXPENSE			
Prior Year Expenses	\$ 697	\$ 25,923	\$ -
Operating Expenses	6,644,332	6,993,526	7,040,779
Transfer to Other Funds	510,823	800,000	-
TOTAL EXPENSE	\$ 7,155,852	\$ 7,819,449	\$ 7,040,779
RESERVE			
Reserve for Advances	\$ 24,266	\$ 24,266	\$ -
Reserve for Encumbrances	39,929	39,929	-
TOTAL RESERVE	\$ 64,195	\$ 64,195	\$ -
BALANCE	\$ 1,014,863	\$ 449,530	\$ 76,946
TOTAL EXPENSE, RESERVE AND BALANCE	\$ 8,234,910	\$ 8,333,174	\$ 7,117,725